

Telephone 703-222-8435      Fax 703-324-3900      TTY 711

**PLEASE PROVIDE THE FOLLOWING INFORMATION**

- FOR OFFICE USE ONLY -**

**COMPLAINT FORM INSTRUCTIONS** (Please detach)

- PLEASE GIVE A COMPLETE DESCRIPTION OF YOUR COMPLAINT ON THE REVERSE SIDE**

**COMPLAINT FORM**  
 PLEASE TYPE OR PRINT IN INK AND SIGN AT THE BOTTOM  
**Please note that a copy of your complaint will be forwarded to the Respondent**

Description of complaint:

**PLEASE READ DISCLOSURE STATEMENTS**

The information requested on this form and on any subsequent requests for additional information are subject to the Virginia Government Data Collection and Dissemination Practices Act (§ 2.2-3800, et seq., Code of Virginia).

By signing this form, you certify that the statements made herein or on any attached documentation are true and complete to the best of your knowledge, information and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**COMPLAINT FORM**

Consumer Protection Division  
12000 Government Center Parkway, Suite 433  
Fairfax, Virginia 22035-0047  
703-222-8435 TTY: 711

**WHAT WE DO:**

The Consumer Protection Division investigates and responds to complaints concerning both tenant / landlord and consumer problems. Complaints are resolved through mediation or arbitration between the parties and through law enforcement procedures, where appropriate. We can assist you if your dispute involves a business or tenant / landlord transaction that occurred in Fairfax County.

**WHAT WE DO NOT DO:**

We do not provide legal advice. We do not regulate prices or rents. We do not handle employee vs. employer disputes. We do not handle business vs. business disputes. We do not handle cases against government agencies. We do not handle complaints involving dollar values of \$50 or less which do not reflect a potential violation of consumer protection laws.

**IF YOU HAVE A COMPLAINT:**

Please be sure you have made an effort to resolve the matter by dealing directly with the manager or owner of the company or landlord involved. If you have exhausted all efforts to resolve the complaint yourself, complete this form, both front and back (following the instructions provided on the reverse) and return it to the Division. Upon receipt of your complaint, we will notify you within ten (10) days of the type of assistance that we can offer or if your complaint will be referred to another agency. If you have any questions, please contact the investigator assigned to your case for assistance.

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